



The City of Santa Clara  
California  
**EMPLOYMENT OPPORTUNITY**

**RECREATION COORDINATOR # 16-09-693**

Open/Promotional

**\*\*The current vacancy is in the Youth Activity Center\*\***

**MONTHLY SALARY RANGE:** \$ 5,589 - \$ 6,782 (Longevity Pay up to \$ 7,124)

**QUALIFICATIONS:** Applicants, at time of filing application, must possess the following qualifications:

*Minimum Requirements:*

- Graduation from an accredited college or university; and
- Two (2) years of full-time paid experience coordinating a recreation program, including the supervision of recreation leadership personnel. These two (2) years may be a combination of full-time, part-time, or internship experience (2,000 hours of part-time and/or internship experience are equivalent to one (1) year of full-time work experience)

*Possible Substitutions:*

- Graduation from high school or possession of a G.E.D. and five (5) years of additional paid full-time experience in the supervision of recreation personnel in a public recreation setting may be substituted for the college graduation requirement.

*Meeting the minimum requirements does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.*

**LICENSE(S) AND OTHER REQUIREMENTS:**

- Possession of a valid California Class C driver's license is required at time of application.
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- May be required to work evening shifts, weekends, and unusual hours to meet program and event requirements
- Must be able to perform all of the essential functions of the job assignment.

**DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:**

This position is in the classified service. An incumbent in this classification is responsible for: performing supervisory work in a specific recreation program (Cultural Arts, Youth and Teens, or Preschool); performing routine and complex staff work in recreation and taking specific responsibility for assigned portions of recreation programs and supervisory work of temporary personnel, and may be required to supervise the Community Recreation Center, Youth Activity Center, Teen Center, or other specific facilities.

**APPLICATIONS:**

An "on-line" Employment Application can be downloaded from the following website address:

[http://santaclaraca.gov/hu\\_resources/hr\\_employ\\_app.html](http://santaclaraca.gov/hu_resources/hr_employ_app.html) or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

**FINAL FILING DATE:**

Application packets, which must include 1) a completed City application, 2) a completed Supplemental application 3) a detailed Resume and 4) a "Letter of Interest and Intent" must be received by the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Wednesday, May 20, 2009.** FAX number is (408) 247-5627. **Applications must be filled out completely. Please do not substitute "see resume" in the employment history section of the application. Resumes should be attached separately.**

April 22, 2009  
DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

# 16-09-693  
RECRUITMENT NUMBER

## **RECREATION COORDINATOR #16-09-693** (continued)

<b><u>EXAMINATION WEIGHT/DATE:</u></b>	Supplemental	-	Qualifying	-	At time of application
	Oral Examination	-	100%	-	Week of June 1, 2009 (tentative)

All candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. Permanent City employees who pass the exam process will have five (5) preference points added to their final score. A department interview will be required prior to appointment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### *Knowledge of:*

Modern principles and practices of recreation; objective methods and techniques of a specific type of recreation program; current personnel practices, including supervision, training, and evaluation of employees; computer programs necessary for correspondence, promotion, programming, and daily communication; and environmental and safety practices, procedures and standards.

#### *Ability to:*

Organize and direct activities of recreation workers and related personnel; effectively handle multiple priorities, organize workload, and meet strict deadlines; work cooperatively with co-workers and the public; establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public; work in a team-based environment and achieve common goals; communicate effectively to groups and individuals, both orally and in writing; walk or stand for extended periods of time; and bend, stoop, reach, carry, crawl, climb, run, and lift as necessary to perform assigned duties.

### **TYPICAL DUTIES:**

*Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.*

Under general direction:

Organizes and directs programs, classes, and special events; plans and promotes a variety of activities and events for various age and interest groups; interviews, hires, trains, evaluates, and supervises as-needed recreation personnel; interprets departmental policies to the public; maintains financial records and tracks program accounts; develops and prepares routine and complex reports; schedules and supervises the use of facilities for participant groups; collects and accounts for fees and charges; evaluates programs, studies trends, develops new activities, and makes recommendations to Recreation Supervisor or Recreation Superintendent; prepares news releases and correspondence, and special event promotional material; and performs other related duties as assigned.

### **BENEFITS:**

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo578.pdf> or from the Human Resources Department.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

CITY OF SANTA CLARA  
HUMAN RESOURCES DEPARTMENT  
1500 WARBURTON AVENUE  
SANTA CLARA, CA 95050